REPORT RESUMES

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NATIONAL ROOFERS APPRENTICESHIP AND TRAINING STANDARDS.
MANPOWER ADMINISTRATION (DOL), WASHINGTON, D.C.

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THE PURPOSES OF THESE NATIONAL STANDARDS ARE TO SERVE AS A PROMOTIONAL INSTRUMENT TO ENCOURAGE THE PROPER TRAINING OF APPRENTICES WITHIN THE INDUSTRY AND TO GUIDE LOCAL JOINT APPRENTICESHIP. THE STANDARDS WERE ESTABLISHED TO PROVIDE 1,400 HOURS OF ON-THE-JOB TRAINING PER YEAR FOR A 3-YEAR PERIOD WITH 144 HOURS OF RELATED INSTRUCTION PER YEAR FOR PERSONS AT LEAST 18 AND NOT OVER 30 YEARS OF AGE WHO ARE UNDER WRITTEN APPRENTICESHIP AGREEMENTS. THE FIRST 350 HOURS OF THE APPRENTICESHIP ARE CONSIDERED A PROBATIONARY PERIOD, AND THE WAGE RATE FOR THE APPRENTICES IS BASED ON 6-MONTH PERIODS STARTING WITH A MINIMUM OF NOT LESS THAN 50 PERCENT OF JOURNEYMAN'S WAGE. A LOCAL JOINT APPRENTICESHIP COMMITTEEE, EQUALLY REPRESENTATIVE OF MANAGEMENT AND LABOR, IS RESPONSIBLE FOR THE ADMINISTRATION OF THE LOCAL APPRENTICESHIP STANDARDS WHICH ARE TO BE ADAPTED FROM THE NATIONAL STANDARDS. THE LOCAL STANDARDS PROVIDE FOR SUCH ITEMS AS THE METHODS OF APPRENTICE SELECTION, REGISTRATION OF APPRENTICES, RATIO OF APPRENTICES TO JOURNEYMEN, HOURS OF WORK, CREDIT FOR PREVIOUS EXPERIENCE, PERIODIC EXAMINATION, AND RELATED INSTRUCTION. A PATTERN OF THE USUAL STRUCTURE OF A LOCAL PROGRAM IS PROVIDED BUT MAY BE CHANGED TO CONFORM TO LOCAL CONDITIONS. AN OUTLINE OF FEDERAL LAWS AND REGULATIONS AFFECTING APPRENTICES, ON-THE-JOB PROCESSES, SUGGESTED SUBJECTS FOR THE RELATED INSTRUCTION CURRICULUM, AND SAMPLE FORMS ARE INCLUDED FOR USE BY THE LOCAL COMMITTEE. (HC)

ED018651

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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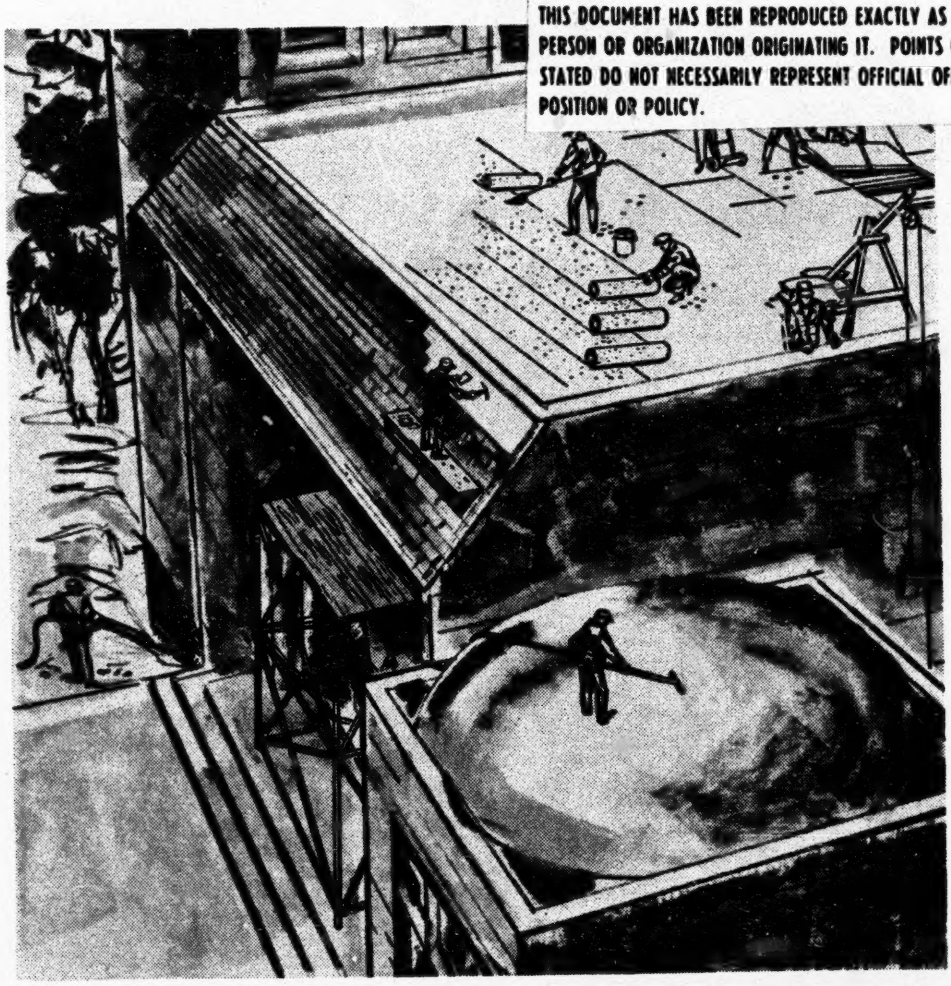


NATIONAL ROOFERS APPRENTICESHIP AND TRAINING STANDARDS

JOINTLY FORMULATED AND ADOPTED BY THE NATIONAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE FOR THE ROOFING INDUSTRY, REPRESENTING NATIONAL ROOFING CONTRACTORS' ASSOCIATION AND UNITED SLATE, TILE AND COMPOSITION ROOFERS, DAMP AND WATERPROOF WORKERS' ASSOCIATION IN ACCORDANCE WITH THE BASIC APPRENTICESHIP STANDARDS RECOMMENDED BY THE BUREAU OF APPRENTICESHIP AND TRAINING.

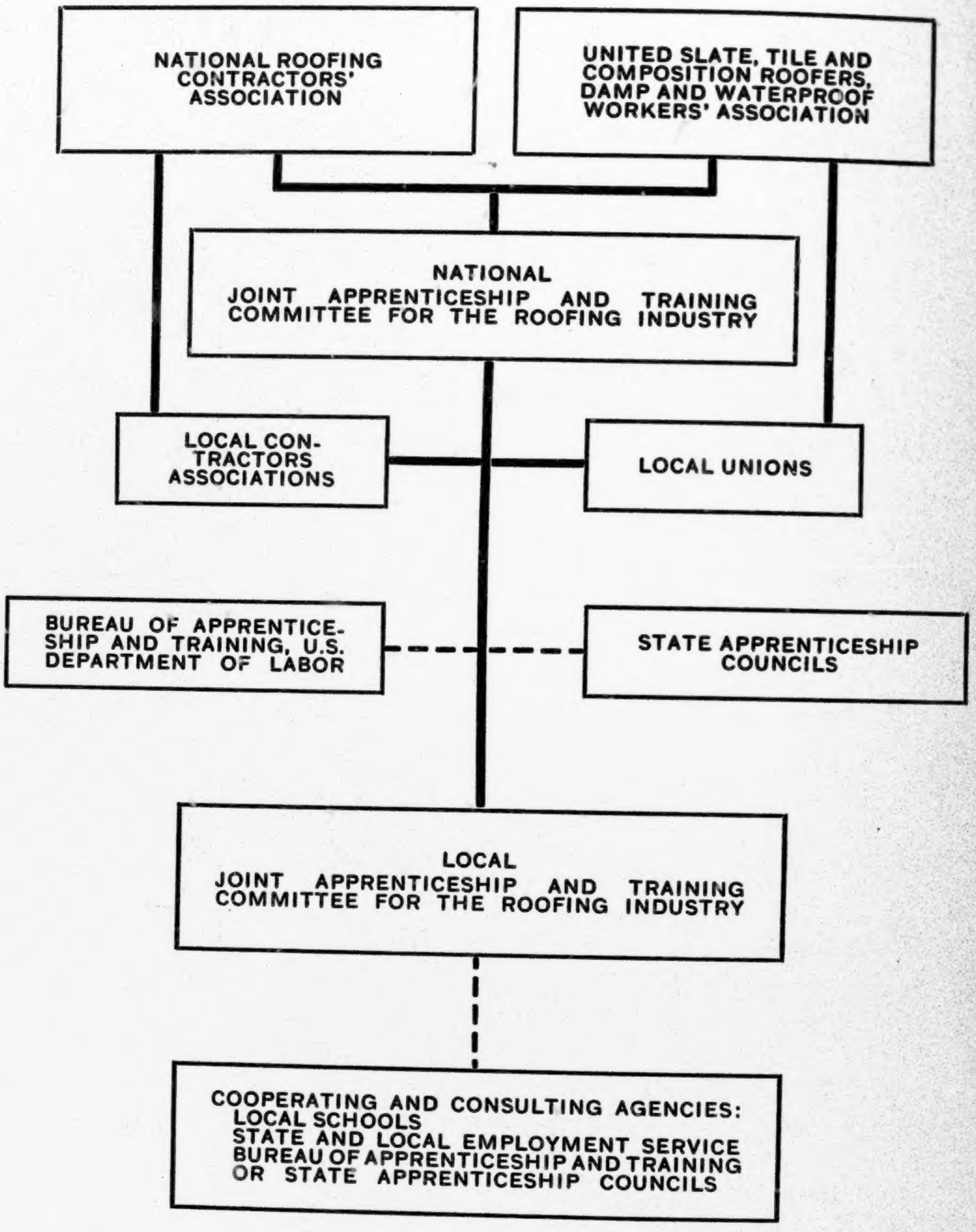
VT004408

U.S. DEPARTMENT OF LABOR
W. Willard Wirtz, Secretary
Manpower Administration

BUREAU OF APPRENTICESHIP AND TRAINING

1965 EDITION

APPENTICESHIP SYSTEM OF THE ROOFING TRADE


NATIONAL ROOFING CONTRACTORS' ASSOCIATION
UNITED SLATE, TILE AND COMPOSITION ROOFERS, DAMP AND WATERPROOF WORKERS' ASSOCIATION
NATIONAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE FOR THE ROOFING INDUSTRY
LOCAL CONTRACTORS ASSOCIATIONS
LOCAL UNIONS
BUREAU OF APPRENTICESHIP AND TRAINING, U.S. DEPARTMENT OF LABOR
STATE APPRENTICESHIP COUNCILS
LOCAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE FOR THE ROOFING INDUSTRY
COOPERATING AND CONSULTING AGENCIES:
LOCAL SCHOOLS
STATE AND LOCAL EMPLOYMENT SERVICE
BUREAU OF APPRENTICESHIP AND TRAINING OR STATE APPRENTICESHIP COUNCILS

ADVANCES AND REIMBURSEMENTS

U.S. DEPARTMENT OF LABOR
BUREAU OF APPRENTICESHIP AND TRAINING
WASHINGTON 25, D.C.

November 3, 1964

National Roofers Joint Apprenticeship
and Training Committee

Gentlemen:

Congratulations to you and the Industry which you represent on your foresightedness to provide the highest standards of apprenticeship for the training of craftsmen.

Your continued efforts toward furthering sound apprenticeship and training in the Roofing Industry are well reflected in these national standards. This continued sincere devotion and enthusiastic support of apprenticeship can only bring you lasting credit and satisfaction in the years to come.

Be assured of the continued cooperation and assistance of the Bureau of Apprenticeship and Training at the national and local levels.

Sincerely yours,

Hugh C. Murphy

Hugh C. Murphy
Administrator

NATIONAL ROOFING CONTRACTORS ASSOCIATION • 300 W. WASHINGTON STREET • CHICAGO 6, ILLINOIS • 263-7548

DATE October 15, 1964

Mr. H. C. Murphy, Director
Bureau of Apprenticeship and Training
U. S. Department of Labor
Washington, D. C.

Dear Sir:

The National Roofing Contractors Association enthusiastically endorses and approves the National Roofers Apprenticeship and Training Standards. This document has been carefully reviewed and it is gratifying to note that our revised edition is now up to date in all of its terms, suggestions, and recommendations.

You may be sure that we will diligently work to have the plan put into effect in the many cities and areas of the country where the NRCA has members and/or local associations.

Apprenticeship training is now well accepted as the only way to supply qualified journeymen for the roofing industry. There is no question about the need and the urgency of this program.

We are privileged to be able to participate in this industry, union, government cooperative relationship.

Cordially,

NRCA

Fred Good

Fred Good,
Executive Manager

FG/ib

UNITED SLATE, TILE & COMPOSITION ROOFERS,
DAMP & WATERPROOF WORKERS' ASSOCIATION

CHAS. D. AQUADRO
INTERNATIONAL PRESIDENT
JOHN A. McCONATY
INTERNATIONAL
SECRETARY-TREASURER
INTERNATIONAL OFFICE
1125—17TH ST. N. W.
WASHINGTON 6, D. C.
METROPOLITAN 8-3228

INTERNATIONAL VICE-PRESIDENTS
JULES SUBERBIER
LOUIS M. SPINELLI
HAROLD W. LAMBERT
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HARRY GREEN
RICHARD F. VARNEY
JAMES A. PRICE

October 28, 1964

Mr. H. C. Murphy, Director
Bureau of Apprenticeship and Training
U. S. Department of Labor
Washington, D.C.

Dear Mr. Murphy:

I have carefully read the approved National Apprenticeship Standards for the roofing industry. The standards outline a clear-cut sound procedure for proper training of future roofing and waterproofing mechanics.

I sincerely hope our local unions in cooperation with the roofing contractors, place this program into effect at the earliest opportune moment.

Very truly yours,

Charles D. Aquadro
Charles D. Aquadro
International President

CDA/adh

DEPARTMENT OF LABOR • UNITED STATES OF AMERICA

Certificate of Registration

NATIONAL ROOFERS APPRENTICESHIP AND TRAINING STANDARDS

(Jointly Sponsored by the United Slate, Tile and Composition Roofers, Damp and Waterproof Workers Association-AFL/CIO and the National Contractors' Association)

Nation-Wide

Issued in recognition of the above apprenticeship system, registered as part of the National Apprenticeship Program, in accordance with the standards recommended by the

FEDERAL COMMITTEE ON APPRENTICESHIP

for the trade classification of ROOFER

Date March 4, 1955 Rev. 11/3/64

Registry No. 78011

W. Willard Wirtz
Secretary of Labor

Hugh C. Murphy
Administrator, Bureau of Apprenticeship and Training

FOREWORD

Recognizing there is no substitute for apprenticeship, and that there is a definite obligation on the part of the roofing industry to supply means for young men to obtain training and education to fit them for useful working lines, the national Roofing Contractors' Association and the United Slate, Tile and Composition Roofers, Damp and Waterproof Workers' Association, resolved to establish trade training for apprentices in accordance with the basic standards of the Bureau of Apprenticeship and Training. These standards provide guidelines to attain the efficiency and versatility required for true craftsmanship, will help immeasurably to raise the overall level of workmanship for the trade, and develop the necessary background for good citizenship.

The first step toward this goal was taken in 1945, when the National Roofing Contractors' Association and the United Slate, Tile and Composition Roofers, Damp and Waterproof Workers' Association, met jointly and formulated a National Pattern for Local Apprenticeship Standards in the Roofing Industry. These pattern standards were valuable as an instrument toward the promotion of apprenticeship as well as being of assistance to joint apprenticeship committees in the formulation of local apprenticeship standards.

Almost 20 years later, it was again evident that the industry and the program had progressed to the point where additional action was necessary. For that reason, the two national organizations of the industry met and formulated the National Joint Apprenticeship and Training Committee for the Roofing Industry. This committee was given the responsibility of producing this booklet.

Continuously on the alert for ways and means to improve training methods and procedures, the National Apprenticeship and Training Committee for the Roofing Industry has revised the original pattern standards. It has established minimum national standards for the industry to meet the requirements for added skills and technical knowledge brought about by everchanging techniques and new competitive materials. These changes have increased the need for more versatile, thoroughly trained craftsmen, capable of performing a more efficient, long-lasting, and perfectly executed job.

THE NATIONAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE

for

THE ROOFING INDUSTRY

In order that there may be continuous activity and progress in apprenticeship and training in the roofing industry, a National Joint Contractor-Labor Apprenticeship and Training Committee was established to serve in an advisory and promotional capacity. This national committee is made up of an equal number of representatives of the National Roofing Contractors' Association and the United Slate, Tile and Composition Roofers, Damp and Waterproof Workers' Association. A representative of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and of the Trade and Industrial Education Service, U.S. Office of Education, may serve as consultants to the committee, when requested.

To enable young men to obtain the training necessary to equip them for the responsibilities they must assume as craftsmen, the national committee has developed, for the guidance of local contractors and labor groups, the outlines of training contained in the following pages. It is through the cooperative effort and initiative of the local groups that the national committee looks for everlasting and increasing apprenticeship activities.

The national committee will arrange for every assistance possible to be given to the local groups in establishing practical and sound apprenticeship and training programs. It will review the operation of apprenticeship programs and the development of apprentice training in the industry through periodic surveys, and make such recommendations as may be necessary for improving the effectiveness and completeness of the training of apprentices.

MEMBERSHIP OF THE NATIONAL JOINT APPRENTICESHIP AND TRAINING COMMITTEE FOR THE ROOFING INDUSTRY

Representing the National Roofing Contractors' Association

W. F. Rosenow, *Chairman*
Chicago, Illinois

George Bodwell
Cleveland, Ohio

Fred C. Christen
Toledo, Ohio

Fred Good
Chicago, Illinois

Representing the United Slate, Tile and Composition Roofers, Damp and Waterproof Workers' Association

Jules Zuberbier, *Co-chairman*
New Orleans, Louisiana

Harold W. Lambert, *Secretary*
St. Paul, Minnesota

David Fitzgerald
St. Louis, Missouri

Homer N. Raymond
Kansas City, Kansas

INTRODUCTION

The purpose of the National Standards for the Roofing Industry is to (a) suggest improvement of presently operating programs; (b) be used as a promotional instrument for apprenticeship in the industry, and (c) assist in the development of local standards where none exists.

In localities where apprenticeship programs are presently registered and operating satisfactorily, the local committee may find in these standards suggestions, ideas or methods that would improve the program. However, these standards are *not* intended as a substitute for any presently registered operating program.

The real purpose of these standards is to act as a promotional instrument to encourage the proper training of apprentices within the industry, and as an assisting guide to local joint apprenticeship committees in the development of local standards of apprenticeship.

These national standards outline the general policy of the two national organizations (contractors and labor) on apprenticeship, giving full endorsement to the training of apprentices on a local level to registered apprenticeship standards administered by a local joint apprenticeship committee.

These national standards contain a section entitled "Adapting National Roofer Standards for Local Use." This section outlines suggested procedures to be used in the development of the local standards, as well as naming agencies that will assist in establishing the local program.

There is also a "Pattern for Local Standards" which contains an outline of the usual structure of a local program. The local committee should change, add to, or delete from this suggested program any sections necessary to make it conform to local conditions.

It is recognized that no definite outline of training can be applied in all cities throughout the country. For that reason a general outline of the work processes of the trade, as well as suggested subjects for the development of the curriculum for related instruction is contained herein. The local committee should use these as a guide in developing those parts of the apprenticeship program to meet local conditions.

In many States the Bureau of Apprenticeship and Training, U.S. Department of Labor, is recognized as the official apprenticeship registration agency, while in other States there are apprenticeship councils that act in that capacity. For that reason a section is included entitled "Filing With the Registration Agency," which outlines procedures to be used in registering local programs.

As a service to local committees, there is included herein a brief outline of "Federal Laws and Regulations Affecting the Employment of Apprentices." This information deals primarily with the employment of apprentices on Federal projects, selective service regulations, etc., under which added advantages of a registered apprenticeship program are apparent.

NATIONAL ROOFERS APPRENTICESHIP AND TRAINING STANDARDS

These national standards cover the basic requirements for complete and effective local apprenticeship systems. They are intentionally brief since "Local Pattern Standards" are included. They are offered for the guidance of local organizations of contractors and journeymen in establishing local programs for the training of apprentices.

Local joint apprenticeship committees should encourage journeymen in the trade to avail themselves of the opportunities offered for improving their skills, to advance themselves in the newer techniques of the trade, and to keep abreast at all times of advancing technology in this field.

1. Definition of Apprentice

The term "Apprentice" means a person who is at least 18 and not over 30 years of age, and who is under a written apprenticeship agreement to learn a trade covered in the local program.

2. Definition of Registration Agency

The term "Registration Agency" means a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor; or, if no such recognized agency exists in the State, it shall mean the Bureau of Apprenticeship and Training, U.S. Department of Labor.

3. Qualifications for Apprenticeship

Local joint apprenticeship committees shall establish the qualifications of applicants for apprenticeship, including age (at least 18 and not over 30 years) and physical and educational requirements. All applicants should be American citizens or in the process of naturalization.

Selection of apprentices under local programs shall be made on the basis of qualifications alone, without regard to race, creed, color, national origin, or physical handicaps (except to the extent that such handicaps affect the applicant's qualifications for the trade), in accordance with objective standards which permit review, after full and fair opportunity for application. Local committees shall establish proper selection standards and procedures for applicants interested in a roofer apprenticeship.

4. Term of Apprenticeship

The term of apprenticeship shall be 3 years of work training on the job, and a minimum of 144 hours per year of related technical instruction. One year, as used in these standards, shall mean a minimum of 1,400 working hours.

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5. Probationary Period

The first 350 hours, or 3 months, of the term of apprenticeship is recommended as a probationary period. Employer and journeymen shall carefully observe the actions of the apprentice during this trial period in order to determine the advisability of his continuing in the trade.

6. Supervision of Apprentices

Local standards shall provide for the proper supervision of apprentices. Where the local program of apprenticeship or the area of coverage of the local program is unusually large, the local joint apprenticeship committee should give consideration to the appointment of a person to assist it in the supervision and administration of the apprenticeship system. This person shall be responsible to the local joint apprenticeship committee and assume such duties as may be assigned to him by the local committee. In effect, he acts for and on behalf of the local joint apprenticeship committee during the interim between regular meetings of the local committee to assure the effectiveness and success of the local program.

7. Ratio of Apprentices to Journeymen

The ratio provision in local standards shall be evaluated and determined according to local practices or agreement.

8. Wages

The wage rates for apprentices shall be based on 6-month periods, starting with a minimum of not less than 50 percent of the journeyman's wage, and progressing each 6 months to completion of apprenticeship, in accordance with the bargaining agreement.

9. Previous Experience

In instances where apprentices have had previous practical experience in the trade, the local joint committee should evaluate such experience and place the apprentice in the period to which his knowledge warrants. Apprentices who receive such credit shall be paid the wage rate for the period to which such credit advances them.

10. Hours of Work

The hours of work for apprentices shall be the same as those for journeymen in the trade. If apprentices are employed on overtime work the ratio shall not exceed that established for normal employment. No apprentice should be allowed to work overtime if it interferes with his attendance at related instruction classes.

11. Work Experience

The apprentice shall be taught the use, care, and effective and safe handling of all tools and equipment commonly used in the trade. He shall be given the work experience and training necessary to assure him the proficiency and skill that characterizes a fully qualified and competent craftsman in the trade. (See recommended schedule of work experience on p. 19.)

12. Related Instruction

Local standards should clearly indicate the policy of the local committee with respect to related instruction. The number of hours so spent should be determined by the local committee. One hundred and forty-four hours per year of such instruction is normally considered necessary. Local standards should clearly indicate (a) that apprentices will be paid for time spent in related instruction,[1] or (b) that time spent in related instruction shall not be classed as hours of work. Where it is found impractical to establish related instruction classes, the local joint committee may substitute other organized forms of instruction in the theoretical and technical subjects related to the trade, such as correspondence courses or other industrial courses of equivalent value. (See recommended schedule of related instruction on p. 21.)

13. Apprenticeship Application-Agreement

It is the recommendation of the National Joint Apprenticeship and Training Committee that local committees use an application form similar to that contained on page 25 "Pattern for Local Standards." [2] Upon acceptance of the application by the local committee, qualified applicants will be selected for apprenticeship in accordance with the procedures described in the local standards. Those selected shall sign an apprenticeship agreement with the local joint committee, or with their employer and approved by the local committee. (See sample agreements on pages 27–30 of the Pattern for Local Standards.)

14. Certificate of Completion of Apprenticeship

Certificates of Completion of Apprenticeship are available from the registration agency upon request by the local joint apprenticeship committee for all apprentices completing their apprenticeship under registered standards.

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[1] Any agreement to pay apprentices for time spent in related instruction shall be in conformity with existing State laws.

[2] Some State apprenticeship agencies require the use of their own apprenticeship agreement forms. In such instances, the agreement forms may be obtained from the staff of the State apprenticeship agency or of the Bureau of Apprenticeship and Training.

ADAPTING NATIONAL ROOFER STANDARDS FOR LOCAL USE

It is recommended that a local joint appprenticeship committee, equally representative of management and labor, be established, which shall be responsible for the administration of the local apprenticeship standards.

A representative from the Bureau of Apprenticeship and Training, U.S. Department of Labor (and in some instances a representative of the State apprenticeship council, if one exists in the State), is available upon request to assist in formulating local apprenticeship standards, and to attend meetings of the joint apprenticeship committee as adviser and consultant on labor standards applicable to apprentices, on the development of administrative procedures for the conduct of apprenticeship, and on problems relating to apprentices and apprenticeship on training matters.

The local joint apprenticeship committee should identify its area of operation and assume responsibility for the training of all apprentices employed in the trade by contractors within the area with whom the local union has bargaining agreements. The local committee should also encourage all other contractors in the area to employ and train apprentices under its system of apprenticeship, and any contractor who desires to do so may participate in the local program by signifying agreement to terms and conditions of training prescribed in the local standards.

FILING WITH THE REGISTRATION AGENCY

As soon as the local apprenticeship standards have been developed and approved by the sponsoring local groups, the local joint committee shall file a copy with the recognized registration agency. The joint committee shall furnish the registration agency with any additional information required by Federal or State laws affecting apprentices. The joint committe shall also register each apprentice with the registration agency in the manner prescribed by the procedures of that agency.

A copy of the local apprenticeship standards shall be filed with the National Joint Apprenticeship and Training Committee (c/o National Roofing Contractors' Association, 300 West Washington Street, Chicago 6, Ill.). In addition, quarterly reports should be filed showing apprentice registrations, cancellations and completions within the program.

PATTERN FOR LOCAL STANDARDS

APPRENTICESHIP STANDARDS FOR ROOFING INDUSTRY

____
(Name of city or county)

The following Standards of Apprenticeship covering the employment and training of apprentices in the Roofing Industry have been agreed to by the __________ Roofing Contractors' Association representing the Employers, and the __________ Roofers Union, Local, _____ United Slate, Tile and Composition Roofers, Damp and Waterproof Workers' Association.

It is agreed that these apprenticeship standards are to be accepted by all roofing concerns in ____________ County and Vicinity Area for the training of apprentices within the jurisdiction of the two signatory parties. All employers shall have the right to register their apprentices under these standards, regardless of the fact that the employees belong to the labor union signatory hereto or not.

PURPOSE

The purpose of these standards is to make certain that the methods of training apprentices are uniform and sound, with the result that they will be equipped for profitable employment, and to further the assurance to the employer of proficient workmen at the conclusion of the training period.

• • • • • • •

These apprenticeship standards have been formulated by the__________ Roofers Joint Apprenticeship Committee, which shall have the full responsibility for their administration. These apprenticeship standards have been registered with the recognized apprenticeship agency in this State.

The __________ Roofers Joint Apprenticeship Committee is composed of equal representation of the Roofing Contractors of this area and Roofers' Local Union _____, United Slate, Tile and Composition Roofers, Damp and Waterproof Workers' Association. The personnel of the committee is as follows:

Representing Roofing Contractors' Association	Representing Roofers' Local Union No.________
______________________________	______________________________
______________________________	______________________________
______________________________	______________________________

DEFINITIONS . . .
as used herein:

Committee means the Roofers Joint Apprenticeship Committee of _______ and Vicinity.

Association means the __________ Roofing Contractors' Association and/or the Roofing Contractors of this area participating in this program.

Union means the __________ Roofers Union No. _____, United Slate, Tile and Composition Roofers, Damp and Waterproof Workers' Association.

Apprenticeship-Agreement means the written aggreement of apprenticeship, signed by the apprentice under which he agrees to abide by all terms and conditions of these standards.

Employer means the firm by whom the apprentice is employed.

Supervisor of Apprentices means a person designated by the local joint apprenticeship committee to perform the duties stated in these standards.

Registration Agency means the officially recognized apprenticeship registration agency for this State.

Standards mean this entire document, including these definitions.

1. Composition of the Joint Apprenticeship Committee

The __________ Roofers Joint Apprenticeship Committee is composed of equal representation of the Association and the Union. From the membership of this committee shall be chosen a chairman and secretary. The chairman and secretary shall retain the right of voice and vote on all matters coming before the committee. This committee shall determine the time and place of regular meetings. No meeting of the committee shall be considered official unless both groups are represented.

2. Duties of the Joint Apprenticeship Committee

The joint committee shall establish such additional rules governing its administrative procedures as are required—

(a) to be responsible in general for the successful operation of this apprenticeship system by cooperating with the public and private agencies which can be of assistance, by obtaining publicity to develop the interest and support of the public in apprenticeship, and by keeping in constant touch with all parties concerned—apprentices, contractors, employers, and journeymen.

(b) To determine the need for apprentices in the area of supervision by the joint committee.

(c) to determine the adequacy of an employer to give proper training.

(d) to establish minimum requirements for on-the-job training and related technical instruction of apprentices and to be responsible for their obtaining it.

(e) to see that apprentices are under written agreement and to register the apprenticeship standards and agreements with the appropriate recognized State apprenticeship agency. If no such State agency exists, the Bureau of Apprenticeship and Training, U.S. Department of Labor, shall be requested to register the standards and agreements.

(f) to review applications and to place apprentices under agreement.

(g) to hear and adjust all complaints of violation of apprenticeship agreements.

(h) to maintain records of apprentices' progress in training.

(i) to examine the apprentices periodically, so as to determine their progress.

(j) to determine the physical, moral, and mental fitness of applicants. The applicant will be required to submit a record of physical examination when deemed necessary by the joint committee.

(k) to advise the apprentices on the great need for preventing accidents, and give instruction with respect to safe operation; to emphasize that accident prevention is largely a matter of education, vigilance, and cooperation; and that apprentices should conduct themselves and their work so as to insure their safety and that of their fellow workers.

(l) to notify the appropriate registration agency of all terminations, cancellations, and completions of apprenticeship agreements.

3. Definition of Roofer Apprentice

The term "Apprentice" shall mean a person—

(a) who is at least 18 and not over 30 years of age. Exceptions to the age requirement may be allowed in the case of previous work experience, service in the armed forces, or for unusual qualifications;

(b) who is learning the trade covered by these standards; and

(c) who is covered by a written agreement, hereinafter called an "Apprenticeship Agreement," with the local joint committee acting as agent of the employers, or by an agreement with the employer and approved by the local joint committee.

4. Method of Selection of Apprentices

(a) Information regarding apprenticeship opportunities shall be publicly disseminated to the public State Employment Service offices and local schools.

(b) All applicants shall be required to file an application for apprenticeship with the local joint apprenticeship committee.

(c) Applications will be recorded and applicants referred to public or private agencies for aptitude testing and grading.

(d) Applicants achieving qualifying scores will be interviewed by the employer. This interview shall encompass educational background, attitude toward work and apprenticeship, sense of responsibility, physical condition, and other factors.

(e) Qualified applicants will be rated and selected from the results of the interview, aptitude tests, and other factors. The highest rated applicant shall be selected for the opening. Following acceptance, the apprentice shall sign an apprenticeship agreement binding him to all the terms and conditions of the standards.

(f) Records of the selection process shall be kept for 2 years.

(g) Except in years when no selections are made, each applicant on the qualified list shall be re-evaluated and ranked at least once annually, along with all new applicants, and a new list established in descending order of rank attained, following established procedures.

Note: Local committees shall include an evaluation or rating form with the local standards showing how applicants are to be rated in order to establish their relative position on the list of qualified applicants. (See recommended rating form on page 14.)

5. Registration of Apprentices

Upon acceptance of an applicant for apprenticeship by the joint committee, the apprentice shall be registered with the registration agency in the manner prescribed by that agency. In the event the apprentice is suspended or dropped from apprenticeship, the registration agency shall be notified of such action.

6. Qualifications for Apprenticeship

All applicants shall satisfy the local joint committee that they are physically able to perform the work of the trade, have the ability and aptitude to master the rudiments of the trade, and possess sufficient education (high school or its accredited equivalent) to satisfactorily complete the required related theoretical instruction. Applicants shall be American citizens or in the process of naturalization. Selection of apprentices under this program shall be made on the basis of qualifications alone, without regard to race, creed, color, national origin, or physical handicaps (except to the extent that such handicaps affect the applicant's qualifications for the trade), in accordance with objective standards which permit review, after full and fair opportunity for application. The local program shall be operated on a completely nondiscriminatory basis.

7. Supervision of Apprentices

The joint committee shall designate a person as supervisor of apprentices. He shall perform such duties as assigned by the committee.

8. Term of Apprenticeship

The term of apprenticeship shall be 3 years of work training on the job, and a minimum of 144 hours per year of related technical instruction. One year, as used in these standards, shall mean a minimum of 1,400 working hours.

9. Probationary Period

The first 350 hours, or 3 months, of apprenticeship shall be a probationary period. During this period, the apprentice shall be carefully observed in order to determine the advisability of his continuing in the trade. If the apprentice fails to adapt himself to trade conditions or is otherwise found to be unsuited to the trade, he shall be dropped as an apprentice. The registration agency shall be advised in the event such action is taken.

10. Ratio

The ratio of apprentices to be employed shall be as shown in the bargaining agreement, or as agreed to between the association and the union.

11. Hours of Work

Hours of work for apprentices shall be the same as those of journeymen. If apprentices are employed on overtime work, it shall not be in excess of the normal ratio. Actual hours worked shall be counted toward the term of apprenticeship. No apprentice shall be permitted to work overtime if it interferes with his attendance at classes of related instruction.

12. Credit for Previous Experience

The joint committee will carefully review the work record of any apprentice employed who has had previous experience at the trade, for the purpose of determining the amount of credit to be allowed toward completion of apprenticeship. The apprentice shall be paid the rate of the period to which such credit advances him.

13. Wages

Apprentices shall be paid a progressively increasing schedule of wages based on a percentage of the journeyman's rate in accordance with local practices or bargaining agreements. The apprentice entry rate shall be at least 50 percent of the journeyman's wage.

1st 6 months or 1st 700 hours: ____%
2d 6 months or 2d 700 hours: ____%
3d 6 months or 3d 700 hours: ____%
4th 6 months or 4th 700 hours: ____%
5th 6 months or 5th 700 hours: ____%
6th 6 months or 6th 700 hours: ____%

Journeyman rate, as of date of signing these standards, ____ per hour.

14. Periodic Examination

An examination of apprentices shall be given at such times as may be determined. In these examinations consideration shall be given to progress in both on-the-job training and related instruction. The committee shall have the power to withhold the periodic wage increase of any apprentice who does not show satisfactory progress, or to suspend or expel the apprentice if such action is deemed advisable.

15. Records

Each apprentice shall be furnished a record book. The apprentice must keep his record up to date. This record will be verified by the employer and the instructor of the related instruction class. A master record of the apprentice's progress will be kept by the joint committee. The record cards and all data pertaining to the apprenticeship shall be the property of the joint committee and shall be accessible to the members of the union and the association at all times.

16. Work Experience

During his apprenticeship the apprentice shall receive such experience and instruction in all branches of the roofers trade as are necessary to develop a practical skilled mechanic versed in the practices and theory of the trade. A schedule of work processes shall be followed as nearly as possible to the following:

> (Insert a practical work schedule patterned after that recommended by the National Joint Apprenticeship and Training Committee for the Roofing Industry.)

17. Related Instruction

In addition to receiving practical on-the-job training and experience at the trade, each apprentice shall be required to attend classes for related and supplemental instruction at the trade (when available) for whatever amount of time deemed necessary by the joint committee (144 hours of related technical instruction each year of the apprenticeship is normally considered desirable). Time devoted to related instruction shall not be considered as hours of work and the apprentice shall not be paid for such time unless agreed to by the association and the union. Failure by the apprentice to attend classes without just cause will be investigated and whatever action necessary will be taken.

18. Continuity of Employment

If, for any reason beyond the control of the apprentice, it is necessary that he be laid off by his employer, the joint committee shall make every effort to place him with another employer. Pending this placement, however, technical and related training provisions shall remain in full effect during such period.

19. Adjusting of Differences

Any disagreement or complaint relating to apprenticeship shall be taken up with the joint committee. It is understood and agreed to that this pertains to apprenticeship problems only. Other differences shall be settled in the customary manner between the employer and the union or the association and the union.

20. Certificate of Completion of Apprenticeship

Upon the successful completion of apprenticeship under these standards, the joint committee shall request the registration agency to issue to the apprentice a Certificate of Completion of Apprenticeship. This certificate will signify that the apprentice has completed his training and is a qualified craftsman.

21. Modification

These standards may be modified at any time by action of the committee subject to the approval of the association and the union. After such approval, all parties affected shall be notified of such modifications. The registration agency shall be furnished a copy of all modifications.

22. Special Provision

To avoid conflict and misunderstanding, it is desirable to distinguish clearly between the scope of these standards and the negotiated bargaining agreement between the union and the association or its members. Nothing in these standards shall be in conflict with the existing bargaining agreement, and any changes made therein affecting apprentices shall automatically become effective herein.

23. Consultants

The joint committee may, at any time it deems advisable, request any Federal, State, or local agency to appoint a representative to serve as a consultant to the committee on apprenticeship matters. Such consultants will serve without vote and be available for consultation on matters which will improve the training of apprentices or enhance the operation of the training program.

24. Official Approval

Before becoming effective, these apprenticeship standards shall be submitted to the association and the union for official approval. Following such approval they shall be forwarded to the registration agency for official registration in accordance to the procedures of that agency.

LOCAL OFFICIAL APPROVAL

Approved by Roofers' Local Joint Apprenticeship Committee

________________________ (Chairman)	________________________ (Secretary)
Date ____________________	
For the __________ Roofing Contractors' Association:	For __________ Roofers Local Union No. _____, United Slate, Tile, and Composition Roofers, Damp and Waterproof Workers' Association:
________________________ (President)	________________________ (President)
________________________ (Secretary)	________________________ (Secretary)
Date ____________________	Date ____________________

Registered by ______________________________________
(Name of registration agency)

________________________ Date ____________________
(Signature of authorized official)

SAMPLE APPRENTICE SELECTION STANDARDS

1. Qualifications for Apprenticeship

Before any application can be considered, the applicant must submit, along with a completed application, the following information:

(1) A completed medical report of physical examination.

(2) Copy of birth certificate or baptismal record (applicant must be at least 18 years of age).

(3) Proof of schooling (high school diploma or certificate of equivalency required).

(4) Three (3) letters of recommendation.

(5) Proof of citizenship or application for citizenship.

2. Evaluation Form for Rating Qualified Applicants

	Possible points	*Points allowed*
a. High school diploma or certificate of equivalency	10	_____
b. Mechanical and technical subjects	5	_____
c. Satisfactory statement from doctor	10	_____
d. Joint Committee evaluation of physical ability	5	_____
e. Previous work experience	10	_____
f. Participation in sports, social activities, etc	5	_____
g. Motivation and attitude	15	_____
h. Resident of local program jurisdiction	5	_____
i. Veteran of U.S. military service	10	_____
j. Satisfactory verification of character and work history	10	_____
k. Passing tests at State Employment Service	15	_____
Total points	_____	_____

3. Responsibilities of Apprentices

The local joint committee impresses upon each applicant that in entering apprenticeship under the program he voluntarily agrees to abide by the provisions of the local standards, and informs the apprentice of the following responsibilities and obligations under the apprenticeship program:

(a) To perform diligently and faithfully the work of the trade and other pertinent duties as assigned by the contractor in accordance with the provisions of the standards.

(b) To respect the property of the contractor and abide by the working rules and regulations of the contractor and local joint committee.

(c) To attend regularly and complete satisfactorily the required hours of instruction in subjects related to the trade, as provided under the local standards.

(d) To attend apprentice meetings, as required by the joint committee.

(e) To maintain such records of work experience and training received on the job and in related instruction, as may be required by the local joint committee.

(f) To develop safe working habits, and conduct himself in his work in such manner as to assure his safety as well as that of his fellow workers.

(g) To work for the contractors to whom assigned to the completion of his apprenticeship unless his agreement is terminated by the local joint committee.

(h) To conduct himself at all times in a creditable, ethical, and moral manner, realizing that much time, money, and effort will be spent in affording him an opportunity to become a skilled craftsman.

Failure to comply with the above can be considered sufficient cause for cancelling the apprentice from the program and terminating his employment.

FEDERAL LAWS AND REGULATIONS AFFECTING THE EMPLOYMENT OF APPRENTICES

Wage Determination Regulations (Federally Financed and Assisted Construction).—The Secretary of Labor, through the Solicitor's Office of the U.S. Department of Labor, predetermines the prevailing wages for construction mechanics and laborers employed on Federal or federally assisted construction projects. (Details of these regulations will be found in part 5, title 29, subtitle A, Code of Federal Regulations, covering labor standards provisions applicable to public contracts.)

Local joint apprenticeship committees should advise all contractors participating in the local apprenticeship program that in case they bid on and are awarded a contract for a federally financed or assisted construction project, they should not employ apprentices on such project until such time as they have requested and obtained the applicable apprentice wage schedule for the area from the contracting or sponsoring government agency; and provided that the apprentices are indentured and employed under a bona fide apprenticeship program registered with a State apprenticeship agency recognized by the Bureau of Apprenticeship and Training, U.S. Department of Labor, or if no such recognized agency exists in the State, with the Bureau of Apprenticeship and Training, U.S. Department of Labor; and provided further, that apprentices so employed are individually registered with the appropriate registration agency.

The contractor must present written evidence of such registration, including evidence of the established ratios and wage rates applicable in the project area to the contracting officer for acceptance.

Veterans' Administration Legislation (Public Law 550, 82d Cong.).—Provide for the approval of programs of apprenticeship by the appropriate State (veterans) approving agency under Veterans' Administration regulations to permit eligible veteran apprentices to receive a training allowance for their education and training. Under the provisions of veterans' readjustment legislation, joint apprenticeship committees may be recognized as *training institutions*. Consequently, if it is anticipated that veterans may be employed as apprentices under the local standards, the committee should request approval of its program by the appropriate State (veterans) approving agency, keeping in mind that the criteria for approval under Veterans' Administration regulations includes detailing of the work schedules and approximate length of time to be spent on each operation or task, and the keeping of progress records. These criteria are contained in Public Law 550.

Selective Service Regulations (Deferment of Apprentices).—State directors of Selective Service are authorized to accept for deferment purposes apprentice training programs which meet its regulations, upon request of the local program sponsors. The request must be accompanied by a certification from the registration agency that the program has been in operation at least 1 year, and one or more apprentices have been in training during that time in each occupation covered.

After the program has been accepted, the program sponsor and the apprentice may request the local board to defer the apprentice. In the roofing trade, the apprentice for whom deferment is requested must have been engaged in and completed not less than 2,000 hours of training. The decision as to actual deferment rests with the local board, subject to appeal if the request is denied.

Detailed information and necessary forms may be obtained from the nearest field representative of the Bureau of Apprenticeship and Training or State apprenticeship agency.

Wage and Hour Regulations (Ruling Concerning Payment for Time Spent by Apprentices in Related Instruction).—The Fair Labor Standards Act requires that each employee, not specifically exempted, who is engaged in interstate commerce or in the production of goods for such commerce receive the statutory minimum wage, and that no employee (including apprentices) may be employed for more than 40 hours a week without receiving at least time and one-half of his regular rate of pay for the overtime hours.

As an enforcement policy, time spent in an organized program of related supplemental instruction by apprentices working under bona fide apprenticeship programs may be excluded from working time if the following criteria are met: (1) The apprentice is employed under a written apprenticeship agreement or program which substantially meets the fundamental standards of the Bureau of Apprenticeship and Training, U.S. Department of Labor, and (2) such time does not involve production work or performance of the apprentice's regular duties. If the above criteria are met the time spent in such related supplemental training shall not be counted as hours worked unless the written agreement specifically provides that it is hours worked. The mere payment or agreement to pay for time spent in related instruction does not constitute an agreement that such time is hours worked.

JOINT TRAINING FUNDS

1. Legality of Training Funds

Training funds for use in defraying the cost of apprenticeship or other training programs to which employers contribute, are authorized under the Labor-Management Reporting and Disclosure Act of 1959 which amends section 302 of the Labor-Management Relations Act of 1947. Such funds must be established in the form of a trust; the trustees must be equally representative of the employers and employees (this may be the joint apprenticeship committee); and the basis on which payments to the trust are to be made must be detailed in a written agreement with the employer, including provision for an annual audit of the trust. Those persons (trustees) responsible for the custody or control of the trust funds must be bonded.

Where a trust is established, a clause should be included in the trust agreement to the effect that the trusteeship is (1) a nonprofit organization; (2) that no part of the net earnings will inure to any private individual or member; and (3), in the event of dissolution of the trust, how the accrued moneys and other assets will be disposed. (They can be apportioned to those who paid into the fund, donated to a charitable or educational organization, or to the labor organization.)

2. Tax-Exempt Status of the Trust

Training trust funds are considered to be tax exempt by the Internal Revenue Service under section 501(c)5 of the Internal Revenue Code of 1954. To obtain this exemption, the trustees must file Form 1024 with the appropriate district director of internal revenue. In submitting Form 1024, include with it a copy of the trust agreement and apprenticeship program. After the tax-exempt status of the trust has been determined, each year thereafter the trustees shall make a return on Form 990 in order to maintain this exemption.

Employer contributions to the training trust fund are deductible as ordinary and necessary expenses in the conduct of their business under section 162(a) of the Internal Revenue Code.

ON-THE-JOB PROCESSES FOR ROOFER APPRENTICES

Recognizing that a skilled craftsman can be trained only through actual, practical experience acquired on the job, the following is a suggested work process schedule for the training of roofer apprentices. Each apprentice should receive experience and instruction necessary to develop a practical and skilled mechanic versed in the theory and the practice of the trade. Where apprentices are being trained for only one branch of the trade, the time allotment for that particular branch in which they are being trained should be adjusted to cover the entire apprenticeship period.

WORK PROCESS SCHEDULE

	Hours
A. General	400
Carrying and placing materials for use of journeyman.	
Erection of scaffolding.	
Hoisting, loading, and unloading all materials and tools.	
B. Waterproofing and Dampproofing, Composition, Tar, Asphalt, and General Work	1,500
Preparing materials and equipment and regulating the heat of pitch.	
Preparing roof surfaces for covering.	
Apply pitch to roof.	
Prepare, cut, place, fit and trim strips of felt, tar paper, roofing paper or insulating board to roof.	
Apply additional layers of roofing materials as required.	
Cement tar paper with hot tar or flashing cement.	
Evenly distribute crushed gravel over top coat of tar.	
C. Promenade Tile Work	200
Mark out areas to be tiled.	
Prepare surface for tiling.	
Lay and fit tile with proper spacing.	
Prepare and apply clay mixture to protect tile during application of hot asphalt.	
Pour asphalt into tile spaces and spread grout in same.	
Clean tiles with acid after grout has hardened.	
D. Slate, Tile, Asbestos Shingles, and Substitute Materials Work	1,650
Cover roof sheeting with felt.	
Fasten slate in rows (punching nail holes, nailing slate, providing for proper overlap.)	
Cut slate to fit ridges, valleys, and edges by perforating, breaking, or trimming slate.	
Seal ridge joints.	
Apply flashing.	
Replacing broken slate or tile.	
Cleaning completed roof.	
Asphalt shingles, strip and composition shingles.	
E. Other Materials	300
Felt, wood, coal, oil, lumber, roofing paper, insulating board, pitch, flashing cement, gravel, slag.	
Precast tile blocks, cement mortar, grout, water, dilute acid solution, asphalt.	
Roofing cement, terra cotta, roofing felt, sheet metal flashing and all other materials awarded to the roofers' jurisdiction.	

F. New Materials	150
Butyl rubber (sheet and liquid), neoprene (sheet and liquid), hypalon, epoxy coatings, acrylic coatings, resin emulsions, and plastic coatings.	
Total hours	4,200

Hours worked by the apprentice over and above the required minimum of 4,200 hours shall be distributed over this schedule in the same ratio used in preceding breakdown.

RELATED AND/OR SUPPLEMENTARY INSTRUCTION

Since technical related and/or supplementary instruction is recognized as a valuable addition to on-the-job training of apprentices, the following listing is offered as an aid in the proper development of a suitable curriculum for that purpose. Local committees should select subjects that can be properly co-ordinated with the on-the-job training of apprentices. The local joint committee may find it helpful to request the local schools to establish classes of supplemental related instruction for apprentices and to cooperate with local vocational school officials in determining the subjects to be taught, and the qualifications of instructors. The local joint committee may recommend journeymen in the trade who have the knowledge and ability to teach related classroom instruction.

Suggested curriculum:

SLATE AND TILE ROOFER, UNIT I

Basic Operations

1. Applying felt.
2. Applying and cementing ridges and hips.
3. Applying edging strip.
4. Laying out asbestos roof.
5. Laying out slate roof.
6. Laying out tile roof.
7. Cutting and fitting tile.
8. Laying out cement tile.
9. Applying asphalt shingle.
10. Applying rigid asbestos shingle.
11. Applying slate roofing.
12. Applying tile roofing.
13. Applying cement roofing.
14. Applying concrete slabs.
15. Hoisting materials.
16. Applying flashing.
17. Repairing.
18. Cutting, punching, and dressing slate.
19. Erecting and anchoring hoists.
20. Storing materials on roof for application.
21. Applying ridge board.
22. Applying hipboard.
23. Applying end band board.
24. Applying strips and spacers under cement tile.
25. Shaping and installing valley metal.
26. Relaying slate, tile, etc.

Related Information

1. Factory cut valleys and hips for tile.
2. Kinds of flashing.
3. Promenade slate and tile.

Related Information—Continued

4. Types of roofs.
5. Selecting of roofing to fit type of roof.
6. Color.
7. Design.
8. Stress and strain on rafters.
9. Quality of materials.
10. Properties of materials.

COMPOSITION ROOFER, UNIT II

Basic Operations

1. Flashing.
2. Hoisting.
3. Heating materials.
4. Preparing surface.
5. Placing materials on roof.
6. Repairing all roofing.
7. Applying roll roofing with hot materials.
8. Applying mineral surface roofing with hot materials.
9. Applying S. I. S. roofing.
10. Applying insulation.
11. Applying slag or gravel with asphalt or pitch.
12. Design cut roofing.
13. Burlap, Karnack or Cloth.
14. Glazed smooth roofing.
15. Prepared or roll roofing.
16. Nailing.
17. Cutting, fitting and matching.
18. Making mop.
19. Cleaning mop.
20. Cleaning brushes.
21. Cleaning kettles.
22. Repairing equipment.

Related Information—Waterproofing Elements

1. Coal tar.
2. Pitch.
3. Asphalt.
4. Lap cement.
5. Plastic.
6. Primer compound.
7. Composition of felts.
   Composition of hair.
   Composition of paper.
   Composition of rag.
8. Proper temperature to work materials.
9. Asphalt emulsion.

ROOFER-WATERPROOFER-DAMPPROOFER, UNIT III

Basic Operations

1. Cleaning the surface.
2. Priming the surface.
3. Applying material.
4. Repairing.

Related Information

A. Surfaces to which material is applied.
   1. Walls, inside and outside.
   2. Floors.
   3. Foundations.
   4. Footings.
   5. Pipes; cement, iron substitutes.
   6. Ceilings.
   7. Tanks and ships.
   8. Rollers.

B. Tools used:
   1. Dipping trough.
   2. Trowels.
   3. Brushes.
   4. Swabs.
   5. Mops.
   6. Pouring pots.
   7. Spray guns.

C. Basic materials:
   1. Heated bituminous material.
   2. Cold bituminous material.
   3. Primers.
   4. Liquid glass.
   5. Plastic cement.
   6. Patented tranlucent materials.
   7. Felt.
   8. Hair felt.
   9. Cloth.

Related Information—Continued

C. Basic Materials—Continued
   10. Membrane.
   11. Paper.
   12. Copper.
   13. Butyl rubber—sheet and liquid.
   14. Neoprene—sheet and liquid.
   15. Hypalon.
   16. Epoxy coating.
   17. PVC coating.
   18. Acrylic coating.
   19. Resin emulsion.
   20. Plastic coating.

MASTIC APPLICATION, UNIT IV

Basic Operations

1. Heating.
2. Mixing.
3. Blending.
4. Transporting.
5. Temperature control.
6. Establishing grade line.
7. Preparing surface.
8. Spreading material.
9. Finishing.
10. Maintaining tools.
11. Repairing.
12. Reinforcing steel.

Related Information

A. Tools used.
B. Materials.
C. Influence of surface on choice and application of materials.

INDUSTRIAL SAFETY PRACTICES, UNIT V

Basic Operations

1. First aid.

GENERAL INFORMATION RELATED TO TRADE

1. Arithmetic.
2. Roofing terms.
3. General physics.
4. Plane geometry.
5. Operation of gasoline engine.
6. Tools and their use.
7. Pattern drafting.
8. Oil burners.
9. Plan reading.

APPRENTICE RECORDKEEPING

To maintain a current record of the progress and ability of apprentices, an accurate recordkeeping system, covering the pertinent points, is essential. A number of different types of recordkeeping systems are in use in the different areas. Some systems include a variety of recordkeeping forms—daily, weekly, monthly—as well as a final master chart summarizing the pertinent data recorded during the entire term of apprenticeship.

Reproduced on the following page is a simply designed recordkeeping form used by joint apprenticeship committees in a number of localities. It is presented as an example to those in charge of apprentices in other localities in establishing their own recordkeeping systems. Provision is also made for the verification of hours spent in related instruction.

Samples of other recordkeeping systems may be obtained, upon request, through the field representatives of the Bureau of Apprenticeship and Training or State apprenticeship agencies.

SAMPLE ROOFER APPRENTICE RECORDKEEPING REPORT

(Apprentice) (Address) (City)

(Employer) (Address) (City)

(Month) (Year 19—) (Employer or foreman verify and sign here) (Give location of job above)

	A	B	C	D	E	F	Related instruction	
Total hours required	400	1,500	200	1,650	300	150		
Schedule							Hours of related instruction	Supervisor's verification
Hours carried forward								
DATE								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								
							Total school hours	
Total hours to date								

Make comments or remarks on progress of apprentice on reverse side.
Enter grand total here ________.

Application for ______________ Apprenticeship

(All questions must be answered)

Date ______________, 19____

Name of applicant ______________ Address ______________
Date of birth ______________ Social Security No. ______________
Weight ______ Height ______________ Telephone ______________
If a veteran, check one: Korea ☐ WW II ☐ Service branch ______ Yrs. ____ Mos. ____
Have you ever been a registered apprentice? ______ In what trade? ______________
Present employer ______________ Address ______________
Dates employed ______________ Hourly wages $____ Workweek ______ hrs.
Previous experience in the trade, if any, in months ____
Previous employment:

____
(Company) (No. of months) (Kind of work)

____
(Company) (No. of months) (Kind of work)

____
(Company) (No. of months) (Kind of work)

Educational background:
Years completed in grammar school ____ high school ____ college ____
Other (correspondence, night school, trade school, armed forces, etc.) ______________
Years of study and average grades in the following:
Mathematics ______ Blueprint reading ______ Shop ______________
Science ______ Mechanical drawing ______ Other ______________
Father's occupation ______________
Do you consider yourself physically able to perform the work of this trade? ______________
References: Give names and address of three responsible persons, other than relatives, who have known you at least 3 years.
Name ______________ Address ______________
Name ______________ Address ______________
Name ______________ Address ______________

If my application is accepted, I agree to comply with the terms and conditions of the Apprenticeship Standards, as registered for this trade.

____
(Signature of applicant)

____
(If a minor—parent or guardian)

Certificates of Completion of Apprenticeship, awarded apprentices when they have completed their training, are issued by the State apprenticeship agency or the Bureau of Apprenticeship and Training in States in which no such agency is established.

APPRENTICESHIP AGREEMENT

Between Apprentice and Employer

The employer and apprentice whose signatures appear below agree to these terms of apprenticeship:

The employer agrees to employ and train the apprentice in accordance with the terms and conditions of the ____________________ (Name of Apprenticeship Standards), which are made a part of this agreement; or, in accordance with the terms and conditions stated on the reverse side of this agreement.

The apprentice agrees to apply himself diligently and faithfully to learning the trade in accordance with this agreement.

Trade ____________________ Term of apprenticeship ____________________ (Hours or Years)

Credit for previous experience ____________________ Term remaining ____________________

Date the apprenticeship begins ____________________

This agreement may be terminated by either party notifying the other or in accordance with the named apprenticeship standards.

____________________ (Signature of Apprentice) ____________________ (Name of Employer—Company)

____________________ (Address) ____________________ (Address)

____________________ (Apprentice's Birth Date) ____________________ (Signature of Authorized Official)

Approved by ____________________, Joint Apprenticeship Committee.

Date ____________________ by ____________________ (Signature of Chairman or Secretary)

Registered by ____________________ (Name of Registration Agency)

Date ____________________ by ____________________ (Signature of Authorized Official)

TERMS AND CONDITIONS

1. **Term of Apprenticeship and Period of Probation:**

(a) Total term: ---- calendar years, or ---- hours *(b)* Probationary period: ---- months, or ---- hours

2. **Schedule of Work Processes in Which the Apprentice Is to Receive Adequately Supervised Instruction and Experience, of Which a Record Will Be Kept and Periodically Evaluated:**

(a) LIST HERE: *Major divisions of the trade and work tasks required under each:* *(b)* LIST HERE: *Approximate time, in hours, months, or percent of apprenticeship:*

3. **Wage Rate To Be Paid the Apprentice Each Period of Apprenticeship: (Period may be expressed in hours, months, or years; rate may be expressed in money or percent of journeyman's wage)**

PERIODS:	RATES:	PERIODS:	RATES:	PERIODS:	RATES:
1st -------------	------	5th -------------	------	9th ------------	------
2nd -------------	------	6th -------------	------	10th ------------	------
3rd -------------	------	7th -------------	------	11th ------------	------
4th -------------	------	8th -------------	------	12th ------------	------

Journeyman's rate as of -------------- is --------- (per hour
(per week

4. **Number of Hours per Week or per Day To Be Worked by the Apprentice:**

(a) Hours per week ---------------- *(b)* Hours per day ----------------

5. **Number of Hours of Related Instruction:**
(144 hours per year—4 hours per week during regular school year, is normally considered necessary. Where classes are not available through the local school, other organized trade, industrial, or correspondence course of equivalent value may be substituted)

(a) ---------------- week ---------------- year *(b)* School or course ----------------------------
(c) Apprentice ☐ will ☐ will not be compensated for hours spent in related instruction after regular working hours.

6. **Other Provisions:**
(a) There is reasonable certainty that the job for which the apprentice is being trained will be available to him upon completion of his apprenticeship.
(b) Upon request by the Joint Apprenticeship Committee or employer, a Certificate of Completion will be granted the apprentice by the Registration Agency upon satisfactory completion of the apprenticeship, in accordance with standards covered herein.

APPRENTICESHIP AGREEMENT

Between Apprentice and Joint Apprenticeship Committee

THIS AGREEMENT, entered into this ____________ day of ________________, 196

between the parties to ____
(Name of local apprenticeship standards)

represented by the Joint Apprenticeship Committee, hereinafter referred to as the COMMITTEE, and

______________________________, born ____________________, hereinafter
(Name of apprentice) (Month) (Day) (Year)

referred to as the APPRENTICE, and (if a minor) __________________________, hereinafter
(Name of parent or guardian)

referred to as his GUARDIAN.

WITNESSETH THAT:

The Committee agrees to be responsible for the placement and training of said apprentice in the trade of ______________________ as work is available, and in consideration said apprentice agrees diligently and faithfully to perform the work incidental to the said trade during the period of apprenticeship, in accordance with the regulations of the Committee. The Apprenticeship Standards referred to herein are hereby incorporated in and made a part of this agreement.

Credit for previous experience at trade, if any ____________ {Hours. Years. Apprenticeship remaining ____________________ {Hours. Years.

Other conditions ____

In witness whereof the parties hereunto set their hands and seals:

____________________________ [SEAL] (Apprentice)	____________________________ [SEAL] (Representative of Joint Apprenticeship Committee)
____________________________ (Address)	____________________________ (Title)
____________________________ [SEAL] (Parent or guardian)	____________________________ [SEAL] (Representative of Joint Apprenticeship Committee)
	____________________________ (Title)

Registered by the ____
(Name of registration agency)

By ______________________ Title ____________________ Date ____________, 196 _

Available through Bureau of Apprenticeship and Training
U. S. Department of Labor, Washington, D. C.

The undersigned agrees to provide employment and training in accordance with standards named herein.

(Employer)

(Address)

(Employer)

(Address)

(Employer)

(Address)

(Employer)

(Address)

REGIONAL OFFICES

BUREAU OF APPRENTICESHIP AND TRAINING

REGION I

(Maine, N.H., Vt., Mass., R.I., Conn.)
Room 501, 18 Oliver Street,
Boston, Mass. 02110

REGION II

(N.Y., N.J.)
Room 906, 341 Ninth Avenue,
New York, N.Y. 10001

REGION III–IV

(Pa., Del., Md., Va., W. Va., N.C.)
Room 321, Professional Arts Building,
Chambersburg, Pa.

REGION V

(S.C., Tenn., Ga., Miss., Fla., Ala.)
Room 525, 1371 Peachtree Building,
17th and Peachtree Streets NE.,
Atlanta, Ga. 30309

REGION VI

(Ohio, Mich., Ky.)
Room 948, Engineers' Building,
1365 Ontario Street,
Cleveland, Ohio 44114

REGION VII

(Ill., Ind., Wis.)
Room 858, U.S. Court House and Federal Office Building,
219 South Dearborn Street,
Chicago, Ill. 60604

REGION VIII

(N. Dak., S. Dak., Minn. Mont.)
Room 106, Federal Building,
110 South Fourth Street,
Minneapolis, Minn. 55401

REGION IX

(Mo., Kans., Nebr., Iowa)
Room 2811, Federal Office Building,
911 Walnut Street,
Kansas City, Mo. 64106

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(La., Tex., Okla., Ark.)
Room 212, 1114 Commerce Street,
Dallas, Tex. 75202

REGION XI

(Utah, Wyo., Colo., N. Mex.)
832 Equitable Building,
730 17th Street
Denver, Colo. 80202

REGION XII

(Ariz., Nev., Calif., Hawaii)
Room 10451, 450 Golden Gate Avenue,
Post Office Box 36017,
San Francisco, Calif. 94102

REGION XIII

(Alaska, Idaho, Wash., Oreg.)
1809 Smith Tower,
506 Second Avenue,
Seattle, Wash. 98104

STATE APPRENTICESHIP AGENCIES

Arizona Apprenticeship Council,
1623-B West Adams,
Phoenix, Ariz.*

Division of Apprenticeship Standards,
Department of Industrial Relations,
San Francisco, Calif.*

Colorado Apprenticeship Council,
c/o Industrial Commission,
748 State Capitol Annex,
Denver, Colo.*

Apprentice Training Division,
Department of Labor,
Wethersfield, Conn.*

Delaware State Apprenticeship and Training Council,
Department of Labor and Industry,
Wilmington, Del.

District of Columbia Apprenticeship Council,
1145 19th Street NW.,
Washington, D.C.*

Department of Apprenticeship,
Florida Industrial Commission,
Tallahassee, Fla.*

Apprenticeship Division,
Department of Labor and Industrial Relations,
Honolulu, Hawaii*

Iowa Apprenticeship Council,
Bureau of Labor,
State House,
Des Moines, Iowa

Kansas Apprenticeship Council,
Department of Labor,
Topeka, Kans.

Kentucky State Apprenticeship Council,
Department of Industrial Relations,
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Division of Apprenticeship,
Department of Labor,
Baton Rouge, La.*

Maine Apprenticeship Council,
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Montana Apprenticeship Council,
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New Hampshire Apprenticeship Council,
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New Mexico Apprenticeship Council,
Labor and Industrial Commission,
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New York State Apprenticeship Council,
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Department of Industrial Relations,
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Pennsylvania Apprenticeship Council,
Department of Labor and Industry,
Harrisburg, Pa.

Apprenticeship Division
Insular Department of Labor,
San Juan 8, P.R.*

Rhode Island Apprenticeship Council,
Department of Labor,
Providence Public Library,
Providence, R.I.

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*State apprenticeship law enacted.

Utah Apprenticeship Council,
Industrial Commission,
Salt Lake City, Utah*

Vermont Apprenticeship Council,
Department of Industrial Relations,
Montpelier, Vt.*

Division of Apprentice Training,
Department of Labor and Industry,
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Department of Labor and Industries,
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Apprenticeship Division,
Wisconsin Industrial Commission,
Madison, Wis.*

Virgin Islands Apprenticeship Council,
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Christiansted,
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*State apprenticeship law enacted.

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